

A decorative border of small house icons surrounds the central text. The top and bottom borders are continuous rows of 18 icons each. The left and right borders consist of 12 icons each, with a small gap between the top and bottom icons on each side.

ADDENDUM III

PLAN FOR SPECIAL NEEDS RENTAL HOUSING

Revised January 2006

INCLUDES:

1. Outline for completing a Special Needs Plan, page III-2.
(A through G, as shown on page III-2, provide an outline that must be followed when submitting a Special Needs Plan for the LIHTC Program or when applying for HOME funds through the Office of Supportive Housing and Homeless Initiatives. Page III-3 through III-6 provide guidance in completing A-G as outlined on page III-2.)
2. Addendum III Narrative Guidelines, pages III-3 through III-6.
3. Definitions of Special Need Tenants and Supportive Service Plan, pages III-7 through III-8.
4. Rental Subsidies for Special Need Tenants Form, page III-9.
5. Services Commitment Form, page III-10.
6. Supportive Housing Site Selection Guidelines, pages III-11 to III-12.
7. Information on Exhibit Checklists, page III-13.
8. Exhibit Checklist 1-34 is only required when applying for HOME funds, pages III-14 through III-18.

(Completion of exhibits 1-34 is not required when applying for special need points under the LIHTC program.)

INSTRUCTIONS FOR COMPLETING A LIHTC SPECIAL NEEDS PLAN

(Eight tabbed copies of components A through H below are required to receive special need points. If applying for HOME funds through the Office of Supportive Housing & Homeless Initiatives – tabbed copies are required.)

- A. Table of Contents
- B. Project Description, including:
 - Pages 1 and 3 of the Combined Application
- C. Proposed Rents, including:
 - Completion of page III–9 Rental Subsidies for Special Needs Tenants
 - Page 10 of the Combined Application
- D. Partners Organizational History and Description of Prior Supportive Housing Experience, including:
 - Service Agencies
 - Owner/Developer
 - Property Management Company
- E. Descriptive Supportive Services Plan
 - Including Services Commitment Form, page III-10.
- F. Signed Memorandum of Understanding (MOU)
- G. Summary of Collaborative Effort/Community-Based Planning, including signed letters of support
- H. Other

ADDENDUM III NARRATIVE GUIDELINES

A LIHTC Special Needs Plan, and/or an application for HOME funds through the Office of Supportive Housing & Homeless Initiatives must include the specified components, A through H, shown on the Exhibit Checklist, in the order listed.

The following guidelines are provided to assist in completing components A through H. It is recommended that the applicant only submit information requested utilizing a format that is concise, and incorporates all components in the following order:

A. Table of Contents:

Provide a list of the seven Special Needs Package components (B through H below) and corresponding page numbers where this information can be located.

B. Project Description:

Provide a brief narrative of your project, which includes a description of:

- How your project meets the Supportive Housing Site Selection Guidelines found on page III-11. Including:
 - Relative proximity to public transportation, hospital, shopping, etc.;
 - Number of barrier free units;
 - Amenities to be included in the project that would benefit special need tenants (e.g., universal design, supportive service office space, community room, etc.).
- Also include as a part of this exhibit:
 - Pages 1 and 3 of the Combined Application which provides descriptive information of your project.

C. Proposed Rents:

Units intended for tenants with special needs must have rents targeted at or below 30% of median income. It is MSHDA's expectation that rental subsidies will be provided if rents needed to achieve feasibility are higher than those published for households at 30% of median income. These rents will be provided at the level shown in the tax credit application for the *entire extended low-income use period*. For example, if an owner agrees to keep the units low-income for 30 years, the special needs units also have to be maintained at 30% for 30 years. Provide the following for Exhibit C:

- Complete and submit the *Rental Subsidies for Special Need Tenants* form found on page III - 9 of this addendum. Verification of subsidy must be included, if applicable, e.g. Housing Assistance Payments (HAP) Contract, SHP Grant, HUD Shelter Plus Care award, or an approved "subsidy reserve account".
- A completed copy of page 10 of MSHDA's Combined Application for Rental

Housing Programs. (Page 10 outlines rent levels.) Be sure to clearly identify the proposed rents for the units targeted to people with special needs.

D. Partners Organizational History and Description of Prior Supportive Housing Experience:

1. Identify the supportive service provider(s) involved, including:
 - Name and primary address of the organization;
 - Contact person;
 - Executive director (if different from contact person);
 - Telephone, fax, and e-mail address.
2. Describe the service provider's history relevant to this application, including:
 - Prior experience (including the number of years) working with the targeted special needs population;
 - Sources of funding dedicated to the services outlined in this plan.

If the service provider is reliant on funding from other entities to sustain the services identified, a letter documenting support from the funder(s) must be included as an attachment to this Addendum. For example, if the service provider is a nonprofit organization that contracts with a local Community Mental Health Board (CMH), the CMH must provide a letter of support for the project.

3. Describe the Owner's history relevant to this application, including:
 - Prior experience developing or owning tax credit properties (submit page 25 of the Combined Application package);
 - Any prior experience providing housing to tenants with special needs.
4. Describe the property management company's history relevant to this application, including:
 - Prior experience in managing tax credit properties (submit page 26 of the Combined Application package);
 - Prior experience in managing properties with special need tenants.

E. Supportive Services Plan:

Only one specific and comprehensive plan should be submitted, regardless of the number of special need populations targeted. *(If you are proposing to serve diverse populations, you must address the service distinctions designed to address their unique needs.)* The plan must include:

- Answers to questions 1-4 as outlined below;
- A completed Services Commitment Form found on page III-10.

1. **Provide a description of the Special Need population(s) targeted.**
 - Provide a narrative definition of each targeted population including the conditions which will qualify proposed tenants as a special needs population (include the expected life-skills areas for which support services are likely to be required).
2. **Describe the proposed services:**
 - Complete the “Services Commitment” Form on page III – 10;
 - Describe how these services will respond to the major life-skill need areas;
 - Identify how services will be funded;
 - Identify the service location (on-site or in the community).
3. **Specify how the services described will be coordinated or made available to all tenants with special needs. (Include a listing of the primary referral sources.)**
4. **Describe Tenant/Landlord Relationships, including:**
 - Describe the specific role of the service provider, owner/developer, property management company as it applies to creating effective tenant landlord relationships;
 - Describe how prospective tenants will be recruited, screened, and selected;
 - Describe your plan for problem resolution (working with the service provider) to minimize evictions for tenants with special needs.

F. Memorandum of Understanding/Contract:

Submit written documentation (specifically, a “Memorandum of Understanding” or contract) between the developer and service provider(s) that outlines mutual roles and responsibilities in this project. **The MOU should incorporate the service plan agreed to by the parties,** provide:

- Proof of commitment by the service provider, including signature of the Executive Director;
- A letter of support from the casemanagement/service coordination agency primary funder;
- Demonstration of an ongoing commitment by the developer and/or landlord to assure sustained availability of support services.

(Please Note: It is expected that the Executive Director or Board Chair of the service provider organization be a signatory to these agreements.)

G. Summary of How the Project is “grounded” in Community-Based Planning and Collaboration:

It is the desire and intent that proposals of this type NOT occur in isolation or without the knowledge and support of the community in which the development is proposed.

Provide answers to the following questions, including information that describes how this project is related to local collaboration and community planning efforts addressing the supportive housing needs of persons with special needs.

1. Discuss how prior community planning, participation, and support have helped shape and improve this project.
2. Discuss how your service provider(s) and/or supportive service plan is grounded or linked to any relevant local network or collaboration of service providers. This might include the Continuum of Care Body, Community Collaborative, or other local/regional body.
3. Discuss the relationship of this development project to the local community's most recent Continuum of Care Plan (if at all). **Do not attach a copy of the Continuum of Care Plan as evidence of this collaboration.**
 - a. Is the type of housing or special need population targeted by your housing project addressed in the Continuum of Care plan?
 - b. Describe the relationship of identified services provider(s) to the local Continuum of Care process.
4. If this project is NOT related to the local Continuum of Care plan, discuss how it is grounded in any other relevant collaborative community strategy or plan, if applicable.
5. Attach a letter of endorsement either from the Continuum of Care or other Community Collaborative planning group that indicates that the group has reviewed and endorsed your project plan and submission.

H. Other Information:

The applicant may provide additional information relevant to the project and review of the proposal. This could include a description of contributions or support from the developer or service provider not otherwise addressed in this report.

**MSHDA'S DEFINITION
of
SPECIAL NEEDS TENANT
SUPPORTIVE SERVICE PLAN**

Please review the following definitions before completing a service plan for tenants with special needs. This is relevant for any MSHDA program, including the HOME or Low Income Housing Tax Credits.

Definition of special needs populations – A person/prospective tenant with special needs must meet the criteria in both categories below. The tenant must have:

- A. A describable “special need condition”, defined as a physical, mental or emotional impairment that is of long-term duration, **and**
- B. At the same time, the tenant must have a *substantial and sustained* need for supportive services in order to successfully live independently. In order to meet the “special needs definition,” tenants must require assistance in at least **two** life-skill areas, such as:
 - The ability to independently meet personal care needs;
 - Economic self-sufficiency (capacity for sustained and successful functioning in vocational, learning or employment contexts);
 - Use of language (ability to effectively understand, be understood and handle communication as needed on a daily and ongoing basis);
 - Instrumental living skills (managing money, getting around in the community, grocery shopping, complying with prescription requirements, meal planning and preparation, mobility, etc.), or
 - Self-direction (making decisions/choices about one’s day-to-day activities and regarding one’s future).

Supportive Service Plan

For a project to be eligible for tax credit special needs points or HOME funds, the proposal must include a plan for the provision of a *substantial level of services targeted* to the units dedicated for people with special needs. The services must include those that are essential for people with special needs to *sustain* themselves in permanent housing.

The project must be an on-going active collaboration between the owner, management company, and identified supportive service provider(s). The formulation of this relationship, along with a commitment to sustain the agreed upon services over a sustained period of time, must be agreed to *by the collaborators and incorporated into a written “Memorandum of Understanding.”*

The supportive services plan should outline and specify the following:

- Conditions which would qualify the proposed tenant(s) as a special need population(s);
- Expected life-skills areas for which support services are likely to be required;
- The services to be provided. **Participation in services must be voluntary.**
- How service coordination will be provided.

Tenant's much have the option to receive casemanagement/service coordination on-site. For the purpose of meeting this requirement, *service coordination* shall be available in a form that contains the following elements:

- a. An individual assessment of service needs and life goals will be completed with the full participation of each tenant and others of their choosing.
- b. A plan will be developed in response to each tenant's assessment, which will include long and short-range goals, with specific steps to achieve them. Principles of person centered planning and self-determination will be incorporated into the planning process.
- c. Service coordination will include advocacy, brokering, linking and monitoring of support services detailed in each tenant's plan.
- d. Service coordinators will help tenants gain access to entitlements, financial assistance programs, and legal representation, in accordance with the tenant's plan.
- e. A re-assessment, and revision of each tenant's plan, will be completed on at least an annual basis. Copies of that plan and annual update will be placed in each tenant's file.
- f. Tenants shall have a designated individual or team responsible for the coordination of services.
- g. Emphasis shall be placed on tenant empowerment and the development of natural/community supports.

Rental Subsidies for Special Need Tenants

(This form must be included in Component C – Proposed Rents)

1. Total Number of Units in the Project: _____
Total Number of Special Needs Units in the Project: _____
2. Are all the special needs units identified in the Project Income section of the Combined Application listed at 30% AMGI or lower? ☐Yes ☐No

If the answer is “**Yes**” to #2, **no further information is required, stop here.**

If the answer is “**No**” to #2, **please respond to #3 below.**

3. If all special needs units are not listed at 30% AMGI in the Project Income Section of the Combined Application, how will the rents be subsidized to meet this requirement for special needs units?

Provide Proof to Receive Points:

To receive special needs points for tax credit units with rents exceeding 30% AMGI in the Project Income Section of the Combined Application, you must furnish verification of the subsidies that enable you to rent the units at 30%.

- First example: If a project has a Housing Assistance Payments Contract for Section 8 subsidies, a copy of the Contract detailing its amount and duration must be submitted. Monthly income from the Section 8 Contract must be shown in the project income section of the Combined Application.
- Second example: If a project is subsidizing the rents from project reserves, you are required to maintain a “subsidy reserve account” and provide a spreadsheet with this Addendum outlining the amount and source of the monthly income. *Note:* A subsidy reserve account must be maintained separately from an operating reserve account. Monthly income from your subsidy reserve account must be shown in the project income section of the Combined Application on the line entitled monthly income from rental subsidies.
- Third example: If a project will receive subsidy from a service provider, a grant or another source, a letter of commitment from the service provider, a copy of the HUD Supportive Housing Program (SHP) grant, a copy of the HUD Shelter Plus Care award or other evidence outlining the amount and duration of the subsidy must be included.

SERVICES COMMITMENT

(This sheet must be included in Component E – Supportive Service Plan)

Please list the services that are made available to tenants of this project. Please do not list every service generally available in a community. If service is not available, enter “none”.

Service Type	Agency Providing Service <i>Must sign MOU</i>	Agency Funding Services <i>Must provide Letter of Support</i>
CASEMANAGEMENT SERVICE COORDINATION		
Tenant Stabilization – Assist tenants to care for their apartment, ADL's, get along with neighbors, landlord, etc.		
Building Support Systems – Assist tenants to re-engage with local community.		
Basic Needs – Assist tenants to obtain resources (food, clothing, transportation, etc).		
Provide on-going support including referrals, assistance obtaining benefits, linkages with services, “whatever it takes”. (Refer to page III-8.)		
Employment Related Services		
OTHER ESSENTIAL SERVICES		
Mental Health – ACT, counseling, therapy, medications and medication management.		
Substance Abuse Services – Outpatient treatment, self-help options, and counseling.		
HIV/AIDS – Specialized health care.		
Legal Services – Related to civil arrears, family law, uncollected benefits.		
Veteran Services		
Domestic Violence Counseling		
School Related Services		
Child Care		

If the service provider is reliant on funding from other entities to sustain the services identified, a letter documenting support from the funder(s) must be included as an attachment to this Addendum. For example, if the service provider is a nonprofit organization that contracts with a local Community Mental Health Board (CMH), the CMH must provide a letter of support for the project.

MSHDA SUPPORTIVE HOUSING SITE SELECTION GUIDELINES

The following is provided as guidance in site selection for special need tenants. A market study, see Tab C (submit as exhibit 5), Environmental study, See Tab D (submit as Exhibit 7a), and HOME Environmental Checklist, see Tab T (submit as Exhibits 7B and 7c), are required.

Residential Character: Surrounding residential property values should be stable or increasing, unless the site is part of a local community effort for improvement or rehabilitation. Areas impacted by high concentrations of very low-income housing that is deteriorating or in jeopardy of deterioration should be avoided. Areas already impacted by high concentrations of housing for people with special needs should also be avoided.

Sites should allow for a visually proud orientation of the housing to the street and neighborhood. Easy and safe ingress and egress should be available by vehicle and by foot or wheelchair. Good signage, lighting and landscaping features should be incorporated to establish a pleasing and noticeable residential presence. Surrounding uses when viewed from the site itself should be well maintained and aesthetically pleasing.

Site Utilities: Site utilities, adequate water, sewer, storm drainage, electricity, telephone, and natural gas service, should be available. Underground utility service is preferable. Parcels requiring extension of off-site utility lines may be considered; however, the mortgage cost of the site, plus the cost of extending utilities, increases the total development cost.

Frontage: Sites should have frontage on a paved public street and provide good accessibility. Public improvements should be available including paved roads, sidewalks, curbs and gutters, street lighting, storm drains and fire hydrants. In situations involving private drives, shared roads, grounds or utility access, maintenance agreements must be in place for equitable sharing of the cost of mowing, plowing, maintaining and replacing shared facilities.

Public Transportation and Community Resources: Good access should be available to public transportation and community resources such as grocery shopping, pharmacy, bank, employment, religious and education institutions as well as medical and social services and community parks or recreational activities the proposed occupants will be most likely to use. Access routes by foot, bicycle or wheelchair should be available or developed wherever possible. Where public transportation or accessible routes are not available, the proposal should include site based transportation services.

Shape, size, soil conditions and contours of the site should allow for flexibility in building location and orientation and permit professional site planning, circulation, parking, and open space. Sites should neither be too small nor include excessive acreage. Property should generally be between .25 and 3 acres in size depending on the number of units proposed. Existing ground contours should not require excessive grade or fill to accommodate ramping (preferably without the need for handrails) and the use of wheelchairs. Space must be available for fire safety equipment, waste removal and bus or van access where applicable. The proposed development should be proportionate to current and proposed adjacent land uses. Soil conditions must be suitable to support the proposed improvements and allow for appropriate drainage.

Relocation Costs: Proposals involving federal funds for occupied sites should involve no permanent relocation. Funding for relocation costs is generally not available from MSHDA, although proposals involving temporary relocation with minimal cost may be considered on a case-by-case basis. Please consult with MSHDA staff before proposing a site involving relocation and before signing an option or offer to purchase a proposed site.

No Negative Environmental Issues – See Tab D and Tab T.

INFORMATION TO CLARIFY

EXHIBIT CHECKLISTS

ADDENDUM III **SPECIAL NEEDS RENTAL**

In MSHDA's Combined Application Package there are separate checklists (Addendums) for each of the following MSHDA programs:

- **Addendum I LIHTC Program**
- **Addendum III Special Needs Rental**
A Special Needs Plan that includes components A-H as described on page III-2 must be submitted if applying for Special Needs points under the LIHTC program.
It is NOT necessary to submit Exhibits 1-34 below unless you are also applying for HOME funds through the Office of Supportive Housing & Homeless Initiatives.
- **Addendum IV Multi-Family Housing Direct Lending**
- **Addendum V Modified Pass Through Program**

Please use the checklist applicable to the program for which you are applying.

APPLICANTS APPLYING FOR MORE THAN ONE TYPE OF FINANCING MUST INCLUDE ALL APPLICABLE CHECKLISTS' EXHIBITS. DUPLICATION OF EXHIBITS IS NOT NECESSARY.

The following items **MUST** be submitted if applicable to the project. To indicate each exhibit submitted, place a check mark in the box provided and return a copy of this checklist with your application. Each submitted exhibit must be tabbed with the appropriate corresponding number from the checklist.

<h1 style="text-align: center;">EXHIBIT CHECKLIST</h1> <p style="text-align: center;">(For HOME funding only)</p>		
<h2 style="text-align: center;">Addendum III:</h2>		
√	#	Special Needs Rental
	1	A narrative description of the project which includes the type of project; location; type of financing; tenants served, bedroom mix; local, federal or state subsidies; and other relevant information.
	2	Land Control - Documentation, signed by all applicable parties, in the form of warranty deed, exclusive option to purchase, land contract, etc., which evidences ability to maintain site control for 120 days from the date of application submission, with extensions available.
	3a	Zoning - Documentation from the appropriate local official on official letterhead, identifying the address of the project, the property's current zoning designation and an explanation of whether or not the project is permitted under the zoning ordinance. For rehabilitation projects a letter from the municipality stating that the zoning is compatible with the proposed use of the buildings is required. If the project is not currently properly zoned, what, if any, steps are in process to obtain proper zoning for the proposed development. The documentation must include a timetable for rezoning.
	3b	Zoning Map
	3c	A certified copy of the current Community Zoning Ordinance
	4	Site Utility Availability - Documentation from the municipality and/or local utility companies on their letterhead regarding utility availability and adequacy to serve the site, including whether such is currently available or will be available.
	5	Market Data - See Tab C for specific guidelines. Two copies must be submitted and dated within six months of application submission. If applying for Special Needs points under LIHTC, three copies must be submitted.
	6	Evidence of Local Need and Priority - from local planning group. Attach a copy of the Continuum of Care Plan or local plan for supportive housing.
	7a	HOME Environmental Checklists - Statutory Checklist and Environmental Assessment Checklist <u>required for new construction or adaptive reuse.</u> (TAB T) SUBMIT WITH APPLICATION IF AVAILABLE. WILL BE REQUIRED DURING LOAN PROCESSING.
	7b	HOME Environmental Checklist - Environmental Checklist - Rehabilitation; <u>required for acquisition/moderate rehabilitation projects.</u> (TAB T) SUBMIT WITH APPLICATION IF AVAILABLE. WILL BE REQUIRED DURING LOAN PROCESSING.

EXHIBIT CHECKLIST

(For HOME funding only)

Addendum III:

✓	#	Special Needs Rental
	8	Title Insurance Commitment - dated within 180 days of the date of application submission, which sets forth all encumbrances on the property, together with copies of such encumbrances.
FOR EXHIBITS 9A THROUGH 9E, DUPLICATION OF INFORMATION IS <u>NOT</u> NECESSARY		
	9a	Construction Financing - Evidence of application to construction lender showing that application is under serious consideration.
	9b	Permanent Financing - Evidence of submission of application to mortgage lender: in the case of an RHS project, the completed AD 622 form; in the case of conventional financing, documentation from the lender(s) stating that a formal application for permanent financing has been submitted and is under serious consideration; and in the case of a MSHDA financed project, evidence that the project has been accepted for processing. All documentation must include mortgage amount, interest rate and term of loan.
	9c	Confirmation of Secondary Financing - if applicable. Proposals which rely on some form of secondary financing to achieve feasibility must be accompanied by a detailed explanation and a confirmation from the source of that secondary financing that the additional funds have been applied for and are (or are expected to be) available.
	9d	Federal, State or Local Government Financing - Letter from local municipality stating that application has been submitted and amount of request.
	9e	Grants/Other Subsidies - Letter from proposed grantor stating that application has been submitted and amount of request. If applying for points, the letter must state the amount of the grant/subsidy and that it has been approved.
	10	Community Map - A map showing the major streets in the community, identifying the precise location of the site as well as the location of various facilities and amenities such as food stores, drug stores, schools, social services, railroads, parks, churches, etc. in the immediate neighborhood. This community map must be in an 8 1/2" x 11" format, ready for copying and distribution to MSHDA staff and private appraisers without further required annotation.
	11a	Owner Experience - MUST COMPLETE FORM PROVIDED ON PAGE 26. Do not send Previous Participation Certification, FmHA 1944-37, or HUD 2530.
	11b	Management Entity Experience - MUST COMPLETE FORM PROVIDED ON PAGE 27. Previous Participation Certification, FmHA 1944-37, or HUD 2530 will not be considered for management experience points.
	12a	Affirmative Fair Housing Marketing Plan - See Tab P for AFHMP guidelines. SUBMIT WITH APPLICATION IF AVAILABLE. WILL BE REQUIRED DURING LOAN PROCESSING.
	12b	Preliminary Equal Opportunity Plan - See Tab F for guidelines

EXHIBIT CHECKLIST

(For HOME funding only)

Addendum III:

✓	#	Special Needs Rental
	13	Nonprofit Documentation - Submit A-J unless you have recently submitted a "Partnership Profile" to the Office of Community Development. a) Documentation of Federal 501(c)(3) or (4) status from the IRS b) A certified copy of the Articles of Incorporation dated within 30 days of application submission. c) Copy of by-laws d) List of the board of directors, if applicable; indicate which are representatives of the local community. e) An executed agreement between the sponsor and the non-profit if the project is a joint venture. f) Description of the nonprofits previous experience in housing. Must complete form provided on Page 28. g) Current Certificate of Good Standing dated within 30 days of application submission. h) Map outlining service area of nonprofit i) Narrative describing the nonprofit's involvement in the local community j) Proof of CHDO approval (if applicable)
	14	Ownership Entity Formation - Certified copy (dated within 30 days of application submission) of the certificate of limited partnership and any amendments on file with the Department of Labor & Economic Growth, Bureau of Commercial Services, if applying for tax-credit readiness points. SUBMIT WITH APPLICATION IF AVAILABLE. WILL BE REQUIRED DURING LOAN PROCESSING.
	15	Tax Abatement - Proof of tax abatement or a letter of tax abatement support from local taxing jurisdiction. SUBMIT WITH APPLICATION IF AVAILABLE. WILL BE REQUIRED DURING LOAN PROCESSING.
	16	Copy of Site Plan
	17	Proof of Local Taxation Rate (if no tax abatement) For acquisition/ rehabilitation a tax bill will meet requirement.
	18	Letters of Commitment for Services
	19	Memorandum of understanding for services and housing.
	20	Contract with local service provider (For transitional housing and/or homeless programs and programs serving people with handicapping characteristics only) - Agreement with local service provider outlining services to be provided. Must be accompanied by a plan, which outlines the services to be provided to the tenants, and a budget showing the plan is affordable.
	21	Site Survey - Refer to MSHDA's Legal Form 026, dated 3/95 and titled "Survey Requirements/Language to be Incorporated on Survey." (TAB U)
	22	Soil Conditions - Proof of engineering report of soil boring test. SUBMIT WITH APPLICATION IF AVAILABLE. WILL BE REQUIRED DURING LOAN PROCESSING.

EXHIBIT CHECKLIST

(For HOME funding only)

Addendum III:

✓	#	Special Needs Rental
	23	Resumes for all members of the development team and professional license for the architect. A current Michigan Residential Builders License for the contractor.
	24	Proof of Water Charges
	25	Proof of Sewer Charges
	26	Other Construction Charges
	27	Architectural Plan and Specifications SUBMIT WITH APPLICATION IF AVAILABLE. WILL BE REQUIRED DURING LOAN PROCESSING.
	28	Schematics if available
	29	Financial statements for the sponsor(s) and builder. Individual sponsors must submit the form Individual Financial Statement (the form is available from MSHDA upon request). <u>Financial statements must be current</u> , which is defined as not more than six months earlier than the date the proposal is submitted. MSHDA requires that financial statements be updated every six months throughout the development and construction process.
	30	Contractor's Qualification Statement (AIA Document A305 - available from MSHDA upon request).
	31	Guide Form Notice - Disclosures to Seller with Voluntary, Arm's Length Purchase offer. (TAB R) REQUIRED FOR APPLICATIONS THAT PROPOSE TO USE HOME FUNDS FOR SUBSIDY.
	32	Guide Form General Information Notice - Residential Tenant (Tenant occupied properties only) (TAB R) REQUIRED FOR APPLICATIONS THAT PROPOSE TO USE HOME FUNDS FOR SUBSIDY.
	33a	Current Rent Roll - Complete to date of application submission REQUIRED FOR APPLICATIONS THAT PROPOSE TO USE HOME FUNDS FOR SUBSIDY.
	33b	Guide Form Notice to Prospective Tenant - Tenant occupied properties only. (TAB R) REQUIRED FOR APPLICATIONS THAT PROPOSE TO USE HOME FUNDS FOR SUBSIDY.